

Clerical and Office Branch  
Accounting Clerical and Cashiering Group  
Toll Collection Series

**SENIOR TOLL COLLECTOR**

04/92

*Summary*

Under general supervision on assigned shift, supervises collectors and collects tolls for use of international bridges; performs related duties as required.

*Typical Duties*

Acts as lead to collectors on assigned shift and collects tolls from pedestrians and vehicles, giving change for U.S. and Mexican currency.

Prepares and counts opening cash and final total to turn in, prepares change order requests, rolls coins, audits cash balances maintained in safe and change drawers, and prepares cash reports.

Assists in training new employees on the operation of toll collection equipment and adherence to department policies and procedures.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and two years of toll collection experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of toll collection practices and procedures; some knowledge of Mexican currency and the exchange rate; some knowledge of bookkeeping; some knowledge of supervisory techniques.

Ability to make change for American and Mexican currency; ability to communicate in English and Spanish; ability to work under all weather conditions; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to prepare cash reports.

Special Requirements: Exposure to all weather conditions; work assigned shift and days; exposure to odors and automobile exhaust; must be bondable.

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Director of Personnel

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Department Head